



Job Safety Briefing

NAME: _____

DATE: _____

1. Who is involved in the task?: (Provide all involved crew member names)

a. _____

b. Who is CPR/First Aid Qualified and available for response if needed? (Provide names)

c. _____

d. Who will be in charge of dialing or contacting "911" in an emergency? (Provide names)

e. _____

f. Who is the company's main point of contact for any task issues or concerns or Emergency Response? (Provide name and title)

g. _____

i. How do we reach them? (Provide cell phone/ phone numbers)

1. _____

2. Where are the following emergency resources?

• Fire exit & route:

• Fire extinguisher:

• Nearest Hospital:

• AED/First aid kit:

• Eye wash/chemical rinse:

• Evacuation sirens/ wind socks:

• Flags, flares, signals:

• Hazardous material response book & plan:



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3. What is the task?: (Provide the description of the task)

a. _____

4. Where is the task taking place?: (Provide location)

a. _____

b. What is the method of operation for the task? (Provide examples such as yard limits, restricted speed, slow order)

i. _____

ii. Will this add any additional risks? If so, what? (Example: cars on adjacent tracks)

1. _____

5. What are the safety risks relevant to the task? (Provide list)

a. _____

b. What are the environmental factors that could affect the task? (Provide examples such as nearby tree cutting, river overflow, parallel or nearby construction)

c. _____

i. Will this add any additional risks?: If so, what? (Provide list)

ii. _____

d. What is the forecast for the weather during this task?: (Provide forecast & temperature for duration of task)

e. _____

i. Will this add any additional risks? If so, what? (Provide list such as hail, snow)

ii. _____

f. What is the season of this task? (Provide season information)

g. _____



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i. Will this add any additional risks? If so, what? (Provide list of seasonal risks)

ii. _____

6. What are the materials to be used for the task? (List any special materials)

a. _____

b. Are all involved trained & qualified on materials? (List Yes/No)

c. _____

i. Are extras/ back up resources available? (List Yes/No)

ii. _____

iii. Where are they located?(Provide location)

iv. _____

7. What Personal Protective Equipment is required for the task? (Provide list)

a. _____

8. What rules or special instructions are relevant to the task? (Provide rule or special instructions review)

a. _____

9. Are there any slip/trip/fall/ electrical/ confined space hazard potentials during this task?

a. _____

10. Opportunity for feedback:

a. Complete understanding?

b. Any questions?